



Haywood County Human Resources

215 N. Main Street
5th Floor-Historic Courthouse
Waynesville, NC 28786
Telephone: (828) 452-6764
FAX: (828) 452-6636

This institution is an equal opportunity provider and employer.

Kathi McClure PHR, SHRM-CP
Human Resources Director

Krystal Patterson, SHRM-CP
Personnel Officer

Lori Conner
HR Benefits Specialist

Gloria Green
HR Assistant

EFFECTIVE JANUARY 1ST, 2020

Haywood County Full-Time Employee Benefits at a Glance

RETIREMENT:

North Carolina Local Governmental Employee's Retirement System-1-877-627-3287

Website: <http://www.nctreasurer.com/dsthome/RetirementSystems>

Employees are encouraged to visit the Orbit Link on this website and set up their own account to review their personal information and set up beneficiary information.

County Contribution: 9.02% of Employee Annual Salary/Local Law Enforcement- 9.70% of Employee Annual Salary

Employee Contribution: 6% of Annual Salary

401(k) Supplemental Retirement-Prudential 1-866-624-0151

Website: <http://www.prudential.com/online/retirement>

County Contribution: 3% of Employee Annual Salary/5% for Law Enforcement Employer contribution as required

Employee contribution is **Voluntary** but may enroll at anytime. Please contact Human Resources for enrollment forms.

457 Deferred Compensation/Voluntary Employee Paid Supplemental Plans

No county contribution

Nationwide Retirement Solutions

Retirement Specialist 1-877-677-3678

OPTIONAL EMPLOYEE PAID BENEFITS: (Available at Open Enrollment annually)

Meet with Cristy Gupton on the last Tuesday of each month from 1 – 4pm in the HR office to enroll.

Ameriflex Flexible Spending Account, Long-Term Disability Insurance, Colonial Short-Term Disability Insurance, Accident Plans, Cancer Plans and additional Life Insurance Plans for employees and/or spouse/child at group rates and eligibility.

Also available are additional Voluntary Life Insurance Options through Lincoln National Life Insurance Company and Community Eye Care Vision.

Life Insurance:

Companion Life

PO Box 100102 Columbia, South Carolina 29202

1-800-753-0404

\$25,000 for **full-time** Haywood County employees as well as elective spouse and dependents coverage for an additional \$1.00 per month.

- A. Accidental Benefit (Accidental Death/Dismemberment) Double Indemnity \$50,000
- B. Voluntary Employee-Paid Dependent Coverage (Spouse \$5,000/Children \$2500)



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HEALTH INSURANCE:

Haywood County is self insured.

AETNA
PO BOX 14079
LEXINGTON, KY 40512-4079
MEMBER SERVICES – 1-866-983-0109

Effective July 1st, 2012:

Mandatory Generics: Members will pay the difference when the brand medication is requested by the patient as well as the physician when a generic substitute is available. If your physician prescribes a generic medication and you agree, you will be charged the generic co-pay. If a generic is available, but you wish to receive the brand name product, then you will pay the applicable brand co-pay, **PLUS the difference between the retail cost for the generic medication and the retail cost of the brand name medication.** You should consult with your physician to determine if a generic alternative is available and is right for your needs. It is the employee's responsibility to request your physician allow for substitutions at the time the prescription is written. If a generic alternative is not available, the applicable brand name co-pay will apply.

BRAND NAME ULCER MEDICATIONS:

Haywood County will no longer cover brand name ulcer medications. Only generic ulcer medications will be covered under our current plan as of July 1st, 2012.

Health Insurance Plan Cost per month to Employee:

PPO Option

Health Insurance Includes Medical, Dental and RX	Employee Pays Per Month
Employee Only	\$0.00
Employee/Spouse	\$349.40 (\$174.70)
Employee/One Child	\$138.88 (\$69.44)
Employee/Family	\$511.84 (\$255.92)

HSA Option

Health Insurance Includes Medical, Dental and RX	Employee Pays Per Month
Employee Only	\$0.00
Employee/Spouse	\$321.45 (\$160.73)
Employee/One Child	\$127.77 (\$63.89)
Employee/Family	\$470.89 (\$235.45)



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DENTAL INSURANCE:

Haywood County is self-insured.

Crescent Preferred Provider Organization (PPO) Network
1200 Ridgefield Blvd, Suite 215
Asheville, NC 28806 1-800-707-7726

Dental Benefits:

- | | |
|-----------------------------------------------------------|--------------|
| A. Preventative and Diagnostic Services and Supplies | Paid at 100% |
| B. Basic Therapeutic Services | Paid at 80% |
| C. Major Restoration and Prosthetic Supplies and Services | Paid at 50% |
| Maximum of \$1000.00 per person per calendar year | |
| D. Orthodontia (child dependents under age 19 only) | Paid at 50% |
| Lifetime Maximum of \$1000.00 | |

	County Dental	Dental Rates Employees
Employee Only	\$30.00	\$0.00
Employee & Spouse	\$30.00	\$60.00
Employee & Child	\$30.00	\$50.00
Employee & Family	\$30.00	\$110.00

HealthMapRx – Disease Management Program included in Aetna Health Coverage, available for employees and covered dependents enrolled in health insurance.

This plan includes a Disease Management Program for Diabetes, Pre-Diabetes, Blood Pressure and Cholesterol that provides one-on-one coaching for employees that elect to participate and meet the criteria for continued participation. The employees who participate in these programs receive medication co-pays covered at 100% (per Aetna Program Preferred Drug List). See flyer for more details and how to sign up.



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The Haywood County Wellness Center is available to all county employees and their dependents that are covered under our Health Insurance Program. While the program is voluntary, utilization will be the key to being able to continue to provide and even expand these services. As an incentive to utilize this program, eligible employees and dependents may complete their medical history and utilize the free clinic without being required to take time off work to visit the clinic. The clinic currently is only available to provide episodic or acute care and not intended to replace primary care or care needed for extreme emergencies.

Wellness Clinic Hours are 8:00 a.m.-12:00 Noon- Monday, Tuesday, Wednesday and Friday and then 2:00 p.m. -6:00 p.m. on Thursday. Clinic appointments are on a first come, first serve basis. Wait time is minimal. The phone number is 828-452-2784.

VACATION ACCRUALS:

Less than 2 years of service	10 days per year earned @ 3.08 hrs per pay period
2 years but less than 5 years of service	12 days per year earned @ 3.70 hrs per pay period
5 years but less than 10 years of service	15 days per year earned @ 4.62 hrs per pay period
10 years but less than 15 years of service	18 days per year earned @ 5.55 hrs per pay period
15 years but less than 20 years of service	21 days per year earned @ 6.47 hrs per pay period
20 or more years of service	24 days per year earned @ 7.38 hrs per pay period

SICK LEAVE:

12 days per year earned at 3.70 hours per pay period. Unused sick leave can be used in calculation of service time upon retirement.

PERSONAL LEAVE: You earn .70 hours per pay period. Only 3 hours of personal leave can be used each day.

PAID HOLIDAYS:

11 Or 12 days per calendar year as follows: New Years Day, Martin Luther King, Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving (2days) and Christmas Holiday (2-3 days).

LONGEVITY PAY:

Paid in lump sum with the last payday in the employee's anniversary month. Longevity Pay is paid in a separate check from the regular payroll check.

5 years but less than 10 years of continuous service	2% of base annual salary
10 years but less than 15 years of continuous service	2.5% of base annual salary
15 years but less than 20 years of continuous service	3% of base annual salary
20 years but less than 30 years of continuous service	3.5% of base annual salary
30 years or more of continuous service	4% of base annual salary



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MERIT INCREASE: *Effective 7/1/2019 Haywood County has suspended the merit increase for FY2020

Haywood County currently has a merit based system in place providing from 0-2% merit increases. Employees receive an annual evaluation prior to their anniversary date to determine eligibility for any merit increase. This is based solely on job performance.

Haywood County provides an **Employee Assistance Program** through the Employee Assistance Network. This is provided to all employees and immediate family members to aid in resolving family problems, alcoholism, marriage difficulties, financial trouble, stress, drugs, depression and many other problems. An initial evaluation and brief counseling session(s) are free and completely confidential. This program can be accessed by calling 1-800-454-1477. Brochures are available at the Human Resource Department as well.

For more detailed information regarding Employee Benefits and Haywood County Personnel Policies, you may refer to the Benefit Summary Plan Document and the Haywood County Personnel Policy. You may also contact Kathi McClure, PHR, Haywood County Human Resource Director at [828-452-6764](tel:828-452-6764) - kmccclure@haywoodnc.net OR Lori Conner, HR Benefits Specialist at [828-356-2621](tel:828-356-2621) - lconner@haywoodnc.net

